



BOOK
ALERT

an *annotated* listing of recently published,
work related reading for City of Tempe employees ...

* If you have requests, comments or suggestions, I can be reached at ext. 5511 or by email at Curt_Peterson@tempe.gov

BASIC EMPLOYEE SKILLS

650.1 Clemens, Lynda and Andrea Dolph
C625H **How to Hit the Ground Running in Your New Job.** VGM Career Horizon,
1996. *Better not change jobs too often though cause it sounds like it would be hard
on the knees.*

158.2 Lieberman, David
L16G **Get Anyone to Do Anything and Never Feel Powerless Again.** St. Martin's
Pr., 2000. *I know, I know - just when you perfected the arm twisting technique.*

COMMUNICATION

658.3124 Caroselli, Marlene
C293G **Great Session Openers and Energizers: Quick Activities for Warming Up
Your Audience and Ending on a High Note.** McGraw-Hill, 1998. *Keep in mind
though, some crowds may require an initial defrosting.*

658.45 Harvard Business Review
H339O **Harvard Business Review on Effective Communication.** Harvard Bus. Sch.
Pr., 1999. *Actually it is quite straight forward - instead of ar say ahh.*

808.06665 Theibert, Philip R.
T376B **Business Writing for Busy People.** Career Pr., 1996. *Once you've loaded
all these ideas in your head you can really fire off those memos, letters and reports.
If the five day waiting period applies - just post date your documents.*

658.45 Zelazny, Gene
Z495P **Say It with Presentations: How to Design and Deliver Successful Business
Presentations.** McGraw-Hill, 1999. *It's always important to remember the 3 to 1
ratio of razzle to dazzle.*

MANAGEMENT

658.4012 Argyris, Chris
A695F **Flawed Advice and the Management Trap: How Managers Can Know
when They're Getting Good Advice and when They're Not.** Oxford Univ. Pr.,
2000. *Just tug on the logic to see if it unravels.*

- 658.404
F453 Cleland, David I - editor
Field Guide to Project Management. John Wiley & Sons, Inc., 1998. *With this you'll be able to tell if it's going to be a real bear or not.*
- 658.402
K19T Katzenbach, Jon R.
Teams at the Top: Unleashing the Potential of Both Teams and Individual Leaders. McKinsey & Co. Inc., 1997. *Now you can have your cake and lead it too - or something like that.*
- 658.314
K817P Komisarjeusky, Chris and Reina Komisarjeusky
Peanut Butter and Jelly Management: Tales from Parenthood Lessons for Managers. AMACOM, 2000. *Hard to tell if this will catch on as much as Baloney Management.*
- 658
M468G Mayer, Gloria Gilbert and Thomas Mayer
Goldilocks on Management: 27 Revisionist Fairy Tales for Serious Managers. AMACOM, 1999. *Somehow, when you substitute porridge for the bottom line it just all starts to make sense.*
- 025.066583
S379B Schreyer, Ray and John McCarter
The Best 100 Web Sites for H R Professionals. Impact Pub., 2000.
2000 *Be sure to check out giveemallaraise.com.*
- 658.456
S582O Silberman, Mel
101 Ways to Make Meetings Active: Surefire Ideas to Engage Your Group. Jossey-Bass Pfeiffer, 1999. *And I thought a wandering mind is active.*
- 658.3008
T461B Thomas, R. Roosevelt, Jr.
Building a House for Diversity: How a Fable About a Giraffe and an Elephant Offers New Strategies for Today's Workforce. AMACOM, 1999. *Wide and Tall doors apparently are just a starting point.*
- 650.1
T761O Tracy, Brian
The 100 Absolutely Unbreakable Laws of Business Success. Berrett-Koehler Pub. Inc., 2000. *They seem pretty firm. I checked closely, even for evidence of any dislocated corollaries.*

SPECIFIC SKILLS

- 658.40353
S8545 Stibbard, Jeff
Jeff Stibbard's Training Games from the Inside: The Secret to What Works and What Doesn't. Bus. & Prof. Pub., 1998. *Bobbing for Solutions can get a little messy I think.*

WORKENVIRONMENT

- 650.13
C284D Carlson, Richard
Don't Sweat the Small Stuff at Work: Simple Ways to Minimize Stress and Conflict While Bringing Out the Best in Yourself and Others. Hyperion, 1998.
Unless of course you are using a very effective anti-persperant. In which case it probably doesn't matter all that much.
- 291.1785
H477T Helliwell, Tanis
Take Your Soul to Work: Transform Your Life and Work. Adams Med. Corp., 1999. *It even gives you an excuse to drive in the HOV lane.*
- 158.7
K96W Kummerow, Jean M. and Nancy J. Barger and Linda K. Kirby
Work Types: Understand Your Work Personality - How It Helps you and Holds you Back, and What you Can Do to Understand It. Warner Bks., 1997.
Based on Myers-Briggs Type Indicator. Personally, I think reading a person's desktop is more informative. Mine for example reads cluttered, casual, and chaotic.
- 344.01
R425Y Repa, Barbara Kafe
Your Rights in the Workplace: A Complete Guide for Employees. Nolo Pr., 1997. *After a close reading of this text I'm still not certain that there is sufficient legal precedence for extending employee privacy rights to the protection of tacky office decor.*